

End of Year Issues ST = Single Track
MT = Multi Track

Consideration needs to be given to deep cleaning and setting up computers. May effect all dates listed above.

ST and MT schools - TAs need to ensure that they have been updating inventory with each purchase. If not, a new inventory will need to be done each year.

June 1st - 5th

ST schools - TAs start June 1 - assist teachers backup and clean data off of computers. Must be finished by June 18th or it will be deleted. TA hours depend on ability of teachers at site. (include laptops and network share drives public folders)

MT schools - TAs start June 1 - assist teachers backup and clean data off of computers. Must be finished by June 25th or it will be deleted. TA hours depend on ability of teachers at site. (include laptops and network share drives public folders)

MT schools - Close down lab and end use of curricular and network programs. Recommend TA hours increase for data cleanup

June 21st - 25th

TIS staff finish curricular and network database cleanup, backup, and rollover for all schools.

MT schools - Clean databases of all curricular and network programs. TA - 2hrs/day for min 3 days to clean up databases

TIS staff works on SMART - ready by Thursday, July 8th

TIS staff does student imports to network curriculum programs from July 6th - 12th.

July 5th - July 9th

Parentlink will be available on July 6th - limited messages using new student data.

Thursday, July 8th Library system ready for access

MT schools - TAs and TIS staff reset print sharing after imaging computers, recommend increased TA hours for first week of school.

August/September

ST schools August 23rd - September 3rd - TIS staff and TAs build classes for all curriculum and network program databases. Check with your network technician and TAs to determine exact readiness date of programs. Reading counts and AR given priority. 15 hours recommended for TA to complete.

ST schools - can have access to AERIES August 19th

ST schools August 23rd-September 3rd - TIS staff to set up one master ST Math computer at each site. TAs will need to login to each computer during 1st ST math session. Consider additional hours for TAs.

ST schools - TIS staff imports student data to network curriculum programs from August 2nd - August 18th. Curricular and network programs ready to build classes on August 19th.

ST schools August 23rd-September 3rd - TAs and TIS staff reconnect computers after deep cleaning, and reset print sharing after imaging computers, recommend increased TA hours for first weeks of school.

ST and MT schools - If teachers are going to check out laptops for the summer, teachers must turn in home technology checkout form to principal this week.

June 14th - 18th

ST schools - Clean databases of all curricular and network programs. TA - 2hrs/day for min 3 days to clean up databases

ST schools - Close down lab and end use of curricular and network programs. Recommend TA hours increase for data cleanup, deep cleaning prep, etc.

MT schools - Can access AERIES student database by noon Saturday, July 3rd

TIS staff points databases for curriculum programs Tuesday, July 6th

June 28th - July 2nd

Parent Link offline from Friday, July 2 to Tuesday, July 6. Utilize for boundary changes and other issues by June 30th.

AERIES goes offline Friday, July 2

AERIES rollover begins Friday, July 2

MT schools - TIS staff to set up one master ST Math computer at each site. TAs will need to login to each computer during 1st ST math session. Consider additional hours for TAs.

July 12th - 16th

MT schools - TIS staff and TAs build classes for all curriculum and network program databases. Check with your network technician and TAs to determine exact readiness date of programs. Reading counts and AR given priority. 15 hours recommended for TA to complete.

Principals check with TAs to see how much time is needed to build classes for Quizdom.